

Land Area (square miles):
96.003 Rank: 10/50

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FACILITIES

State Archives Facilities (rented by State Archives)

Constructed: 1991
 Total storage capacity: 50,000 cu. ft.
 Percent now occupied: 50%
 Will be full in 25+ years
 No construction planned

Existing environmental controls (NFPA standards):

100% year-round temperature controls
 100% year-round humidity controls
 100% fire detection
 100% fire suppression

State Records Center (rented by State Archives)

Constructed: ca. 1936
 Total storage capacity: 80,000 cu. ft.
 Percent now occupied: 98%
 No construction planned.

Existing environmental controls (NFPA standards):

0% year-round temperature controls
 0% year-round humidity controls
 100% fire detection
 100% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

Technical assistance provided by State Archives (FY 1994):

No. completed 36 (local govts)

No. of local government units (1992):

36 counties 340 school districts
 240 municipalities 870 special districts

Services to state agencies:

Training and consultation
 Inventorying, processing, conservation services in agencies

Services to local governments:

Inventorying, processing, conservation services in agencies
 State Archives has authority to accept original archival records from local governments.

MICROGRAPHICS



There are no centralized micrographics services in Oregon.
 State Archives established micrographics standards for government by administrative rule.

PRESERVATION POLICIES AND SERVICES



Preservation activities by State Archives (FY 1994)

19 cu. ft. of materials rehoused

State Archives has a written preservation plan but does not have a written disaster plan.

State Archives does not have a preservation officer and does not employ a trained, full-time conservator.

AUTOMATED APPLICATIONS



State Archives uses the following automated applications:

Finding aids	MSWord, Html Editor,
	Apple Search
Accessioning	FileMaker Pro
Inventory control	FileMaker Pro
Records sched	FileMaker Pro
Correspondence	MSWord
Space mgt	FileMaker Pro
Publications	Quark
Historic images database	Argus/Questor

Electronic Mail

State Archives can communicate within the agency, with other agencies in state government, and with others via the Internet through a government-wide system.

NASIRE reports that Oregon is proceeding through phases in implementing government-wide e-mail.

ELECTRONIC RECORDS



No activity reported.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES



Definition of a record

1989 statute (Oregon Revised Statute 92.005)
Includes electronic records but not e-mail.

Public's right to access to government records

1989 statute (ORS 192.420-192.440).

Restrictions to specific classes of records

provided in 1973 statute, time limits vary (ORS 192.496-192.595)

Permanent paper standards

None

Optical imaging standards

Oregon Administrative Rule 166-17-010 - 166-17-080

Admissibility of microfilm

1947 statute (ORS 192.040)

Admissibility of optical images

None

Admissibility of electronic records

None

Theft/defacement of a public record

1864 statute (ORS 162.305)

Replevin

None

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES

Information Resources Management

No formal IRM structure in Oregon state government

Information Policy Coordination

No formal Information Policy structure in Oregon state government

Government Information Locator Service

No activity reported

Electronic Access to Government Information and Services

NASIRE reports that Oregon ED-NET manages 2 statewide interactive video networks plus 1 data network; has conducted pilot public access project via computer; network capacity, services and user base is expanding.

NGA reports that the Department of Employment is developing interactive telecommunication initiatives to allow telecommuting by state employees.

Oregon Online

<http://www.state.or.us/>

<gopher://gopher.state.or.us/>

Legislative Information System

<gopher://gopher.leg.state.or.us/>

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS



State Archives Home Page

The Oregon State Archives maintains a home page on the World Wide Web that provides information about its holdings, historical data on counties in the state, and services to government agencies and potential users. It also provides excellent "hot links" to other WWW sites of interest to records professionals and researchers.

Legislative Committee Minutes on the Web

NAGARA Clearinghouse, Spring 1995: 20

Oregon Historical Records Project Completed

NAGARA Clearinghouse, Spring 1995: 20

SHRAB ACTIVITIES



Statewide Historical Records Planning Project

Undertaken in 1995.

FOR FURTHER INFORMATION



State Archives and Records Management

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Notes

Program elements included in Archives and Records Management budget and FTE figures: In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Oregon budget and personnel figures also cover

- service to local governments
- records center

The Oregon State Archives must pay space charges for main and auxiliary archives and records center facilities out of its budget. In addition to appropriations, the Oregon State Archives receives funds from fees for services.

Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: Layne Sawyer, Manager, Archives Division, 800 Summer Street, NE, Salem, OR 97310. Phone: (503) 373-0701, ext. 239.

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.